

**FY2025-2027 FAA HOUSING AND
HOMELESS NOFO
Technical Assistance Meeting**

March 20, 2024

Palm Beach County
Community Services Department



WELCOME

Reminder to please put questions in the chat to everyone.
Questions will be answered at the end of the presentation
This meeting is being recorded

FY2025-2027 FAA HOUSING AND HOMELESS NOFO

Michael Wright, MPA, Contract Manager
Elena Klimenko, Contract Grants Coordinator
Adam Reback, Program Evaluator
Jean-Marie Moore, Program Evaluator
Pedro Medina, Grants Compliance Specialist
Gabriel Donadio, Financial Analyst

**FY2025-2027 FAA HOUSING AND HOMELESS NOFO
Technical Assistance Meeting
March 20, 2024
10:00am - 12:00pm**

AGENDA

Welcome & Introductions

Michael Wright, MPA, Contracts, Compliance and Program Performance Manager CSD

Overview of 2025-2027 FAA NOFO Process and Guidance

Michael Wright, MPA, Contract Manager, CSD

Outcomes Overview of ROMA Logic Model and Evaluation Plan

Adam Reback, Program Evaluator, CSD

Fiscal Overview for NOFO Budgets

Gabe Donadio, Financial Analyst II, CSD

Thomas Eaton, Fiscal Manager, CSD

FAA Application Website Overview

Michael Wright, MPA, Contract Manager, CSD

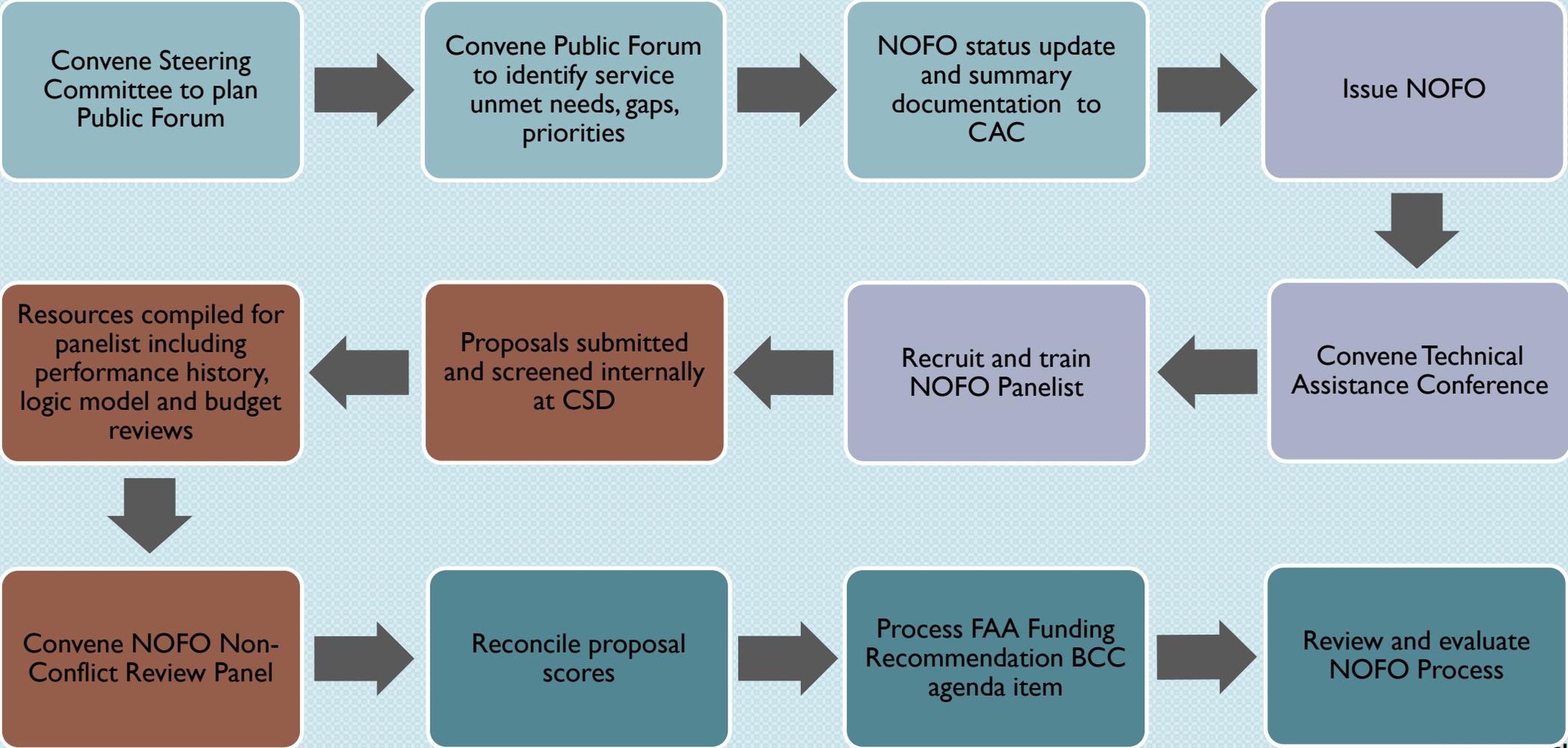
Questions & Answers

Adjournment & Distribution of NOFO Invitation Code

Subcategories:

- Homeless Prevention
- Emergency Shelter / Domestic Violence
- Permanent Housing:
 - ❖ Rapid Rehousing
 - ❖ Permanent Supportive Housing
- Supportive Services Only:
 - ❖ Housing Focused Case-Management
 - ❖ Employment Focused Case-Management
- Continuous Quality Management / Improvement

FAA NOFO Process



CONE OF SILENCE

This NOFO includes a Cone of Silence. The Cone of Silence will apply from the date the NOFO is due, which is April 15, 2024, until the final FAA contracts are approved by the Board of County Commissioners.

Respondents are advised that the "Palm Beach County Lobbyist Registration Ordinance" (Ordinance), a copy of which can be accessed at: http://discover.pbcgov.org/legislativeaffairs/Pages/Lobbying_Regulations.aspx is in effect. The Respondent shall read and familiarize themselves with all of the provisions of said Ordinance, but for convenience, the provisions relating to the Cone of Silence have been summarized here.

"Cone of Silence" means a prohibition on any non-written communication regarding this NOFO between any Respondent or Respondent's representative and any County Commissioner or Commissioner's staff any member of a local governing body or the member's staff, a mayor or chief executive officer that is not a member of a local governing body or the mayor or chief executive officer's staff, or any employee authorized to act on behalf of the commission or local governing body to award a contract. A Respondent's representative shall include but not be limited to the Respondent's employee, partner, officer, director or consultant, lobbyist, or any, actual or potential subcontractor or consultant of the Respondent.

The Cone of Silence is in effect as of the submittal deadline. The provisions of this Ordinance shall not apply to oral communications at any public proceeding, including pre-bid conferences, oral presentations before selection committees, and contract negotiations during any public meeting. The Cone of Silence shall terminate at the time that the BCC awards or approves a contract, rejects all proposals or otherwise takes action, which ends the solicitation process.

Ethics Commission

If anyone has a question regarding ethics they should not be addressed to our department, but should be addressed directly with the Ethics Commission – <http://www.palmbeachcountyethics.com/>

FY2025-2027 FAA HOUSING AND HOMELESS
Notice of Funding Opportunity
TIMELINE

Schedule of Events March 15 – September 10, 2024

March 15, 2024	NOFO/RFP available for public	CSD
March 20, 2024	Technical Assistance Conference	CSD Applicants
April 10, 2024	Homeless and Subcategories NOFO Non-Conflict Review Panel Training	CSD Reviewers
April 12, 2024	Final day to submit written questions 12:00 PM (Noon) EST	Applicants
April 15, 2022	Cone of Silence Begins for FY2025-2027 FAA HOUSING AND HOMELESS NOFO	CSD, Applicants, Reviewers, BCC



FY2025-2027 FAA HOUSING AND HOMELESS

Notice of Funding Opportunity

TIMELINE

Schedule of Events — 2024

April 22-23, 2024	Housing and Homeless Non-Conflict Review Panel meet to review and score proposals	CSD Reviewers
April 25, 2022	Staff reconciles Non-Conflict Review Panel rankings and funding availability to develop recommended allocations	CSD
May 9, 2024	Funding Recommendations Posted on FAA Website	CSD
May 16, 2024	Final date to file a Funding Grievance- 7 Business Days following Funding Recommendations Posted on FAA Website	Applicants
September 10, 2024	FAA Contracts Presented to the BCC for Approval	CSD BCC
September 10, 2024	Cone of Silence Ends for FAA Housing and Homelessness NOFO	CSD, Applicants, Reviewers, BCC

Funding Available

Anticipated FY 2025 Total Allocation **\$2,043,262**

- **Subcategory: Homeless Prevention - \$540,221**
- **Subcategory: Emergency Shelter / Domestic Violence - \$421,234**
- **Permanent Housing (RRH + PSH) - \$582,655**
 - ❖ **Subcategory: Rapid Rehousing (RRH) - \$309,972**
 - ❖ **Subcategory: Permanent Supportive Housing (PSH) - \$272,683**
- **Supportive Services Only (PSHHFCM + EPCM) - \$401,878**
 - ❖ **Subcategory: PSH Housing Focused Case Management (PSHHFCM) - \$356,438**
 - ❖ **Subcategory: Employment Focused Case Management (EPCM) - \$45,440**
- **Subcategory: Continuous Quality Management/Improvement - \$97,299**

* Funding availability/recommendations are subject to BCC approval



Recommendations for Services

Subcategory - Homeless Prevention

Focus Population: Families with at least one (1) adult and one (1) child under the age of 18, Seniors and persons with Intellectual Developmental Disorders (IDD)

Strategies:

- a. Diversion from homelessness – job training, linkage with appropriate social services and main stream resources; and healthcare
- b. Emergency Financial Assistance – to prevent homelessness for past due utilities, rent, mortgage, homeowners association fees, move-in assistance
- c. Innovative approaches to the provision of Homeless Prevention services is encouraged

Recommendations for Services

Subcategory- Emergency Shelter / Domestic Violence (ES/DV)

Focus Population: Individuals and Families with at least one (1) adult and one (1) child under the age of 18 experiencing literal homelessness who is fleeing or attempting to flee Domestic Violence (Category 4 § 578.3)

Strategies:

- a. Emergency Shelter combined with Housing-Focused Case Management
- b. Survivor Empowerment: Legal Services, Financial Literacy, Self-Sufficiency workshops, advocacy
- c. Traveler's Aid
- d. Innovative approaches to the provision of ES/DV services is encouraged
- e. Using FAA funds as match to other funding sources is prioritized

Recommendations for Services

Permanent Housing: Subcategory - Rapid Rehousing (RRH)

Focus Population: Youth (ages 18-24), individuals and families with at least one (1) adult and one (1) minor child under the age of 18 who are experiencing literal (Category 1) homelessness

Strategies:

- a. Diversion from Shelter/Homelessness
- b. Housing Location, Move-in, rental and utility assistance in a decreasing subsidy model
- c. Housing Focused Case Management, job training, linkage with appropriate social services and main stream resources; and healthcare
- d. Referrals for RRH services via Coordinated Entry Low Acuity List
- e. Traveler's Aid
- f. Innovative approaches to the provision of RRH services is encouraged
- g. Using FAA funds as match for other funding sources is prioritized

Recommendations for Services

Permanent Housing: Subcategory – Permanent Supportive Housing (PSH)

Focus Population: Youth (ages 18-24), individuals and families with at least one (1) adult and one (1) minor child under the age of 18 who are experiencing literal (Category 1) homelessness and the participant or an adult or child in the household has a disability as defined by HUD at <https://files.hudexchange.info/resources/documents/Virtual-Binders-At-A-Glance-Disability-Definition.pdf>

Strategies:

- a. Diversion from Homelessness
- b. Housing Location, Move-in, rental and utility assistance
- c. Housing Focused Case Management, job training, linkage with appropriate social services and main stream resources; SNAP benefit assistance, and healthcare
- d. Referrals for PSH services via Coordinated Entry
- e. Traveler's Aid
- f. Innovative approaches to the provision of PSH services is encouraged
- g. Using FAA funds as match for other funding sources is prioritized

Recommendations for Services

Supportive Services Only (SSO) Subcategory – PSH Housing Focused Case Management

Focus Population: Youth (ages 18-24), individuals and families with at least one (1) adult and one (1) minor child under the age of 18 who are experiencing literal (Category 1) homelessness and the participant or an adult or child in the household has a disability as defined by HUD and are current participants in a PSH project

Strategies:

- a. Housing Focused Case Management, job training, linkage with appropriate social services and main stream resources; access to SNAP benefits; and healthcare
- b. Life skills training
- c. Referrals for SSO PSH HFCM services via Coordinated Entry and/or PSH Project Sponsor
- d. Innovative approaches to the provision of PSH services is encouraged
- e. Using FAA funds as match for other funding sources is prioritized

Recommendations for Services

Supportive Services Only (SSO) Subcategory – Employment Focused Case Management

Focus Population: Youth (ages 18-24), individuals and families with at least one (1) adult and one (1) minor child under the age of 18 who are experiencing literal (Category 1) homelessness and the participant or an adult or child in the household has a disability as defined by HUD and are current participants in a PSH project

Strategies:

- a. Housing Focused Case Management, job training, linkage with appropriate social services and main stream resources; access to SNAP benefits; and healthcare
- b. Life skills training
- c. Referrals for SSO EFCM services via Coordinated Entry and/or PSH Project Sponsor
- d. Innovative approaches to the provision of EFCM services is encouraged
- e. Using FAA funds as match for other funding sources is prioritized

Recommendations for Services

Continuous Quality Management/Improvement (CQM) Subcategory

Applicable to all funded projects: Applicants apply for up to 5% of the requested FAA budget.

Refer to Exhibit 2: Quality Management / Improvement Requirement:

- Quality Management is a systematic, structured, and continuous approach to meet or exceed established professional standards and user expectations. Quality management is implemented by using tools and techniques to measure performance and improve processes through three main components: quality infrastructure, performance measurement and quality improvement.
- Quality improvement is a method that uses the tools of quality in an effective, logical and systematic process to solve problems, improve efficiency and eliminate non-value adding steps in the work flow. There are many methods for quality improvement process, but in general they all involve an ongoing cycle of planning, implementation, analysis, improvement.

Your submission will not be scored. Awarded agencies will receive CQM technical assistance from Strategic Performance Research and Evaluation Section Team Members.

Required Outcomes / Indicators

Subcategory - Homeless Prevention Services

Based on the minimum number of unduplicated clients proposed to be served

Ensure outcomes/indicators are SMART (specific, measurable, achievable, realistic, time bound)

Outcome 1:

<i>Outcome:</i>	Clients served will remain stably housed and maintain their housing for 3 months after receiving financial assistance.
<i>Indicator:</i>	% Clients served will remain stably housed and maintain their housing for 3 months after receiving financial assistance.

Outcome 2:

<i>Outcome:</i>	Clients served will not return to homelessness within 6 months of receiving financial assistance.
<i>Indicator:</i>	% Clients will not return to homelessness within 6 months of receiving financial assistance.

Required Outcomes

Subcategory – Emergency Shelter / Domestic Violence (ES/DV)

Based on the minimum number of unduplicated clients proposed to be served

Ensure outcomes/indicators are SMART (specific, measurable, achievable, realistic, time bound)

Outcome 1:

<i>Outcome:</i>	Victims and their dependents within households will move to a safe violence-free, permanent housing at program exit.
<i>Indicator:</i>	% Victims and their dependents within households will move to safe violence-free, permanent housing at program exit

Outcome 2:

<i>Outcome:</i>	Victims and their dependents within households will have safety plans by program exit.
<i>Indicator:</i>	% Victims and their dependents within households will have safety plans by program exit.

Required Outcomes

Permanent Housing: Subcategory – Rapid Rehousing Services (RRH)

Based on the minimum number of unduplicated clients proposed to be served

Ensure outcomes/indicators are SMART (specific, measurable, achievable, realistic, time bound)

Outcome 1:

<i>Outcome:</i>	Clients served will exit to permanent housing.
<i>Indicator:</i>	% Clients served will exit to permanent housing.

Outcome 2:

<i>Outcome:</i>	Clients served will not return to homelessness within 6 months of program exit
<i>Indicator:</i>	% Clients served will not return to homelessness within 6 months of program exit

Required Outcomes

Permanent Housing: Subcategory – Permanent Supportive Housing Services (PSH)

Based on the minimum number of unduplicated clients proposed to be served

Ensure outcomes/indicators are SMART (specific, measurable, achievable, realistic, time bound)

Outcome 1:

<i>Outcome:</i>	Clients served will remain stably housed or exit to HUD defined Permanent Housing.
<i>Indicator:</i>	% Clients served will remain stably housed or exit to HUD defined Permanent Housing.

Outcome 2:

<i>Outcome:</i>	Clients served will not return to homelessness 6 months from program enrollment.
<i>Indicator:</i>	% Clients served will not return to homelessness 6 months from program enrollment.

Required Outcomes

Supportive Services Only: Subcategory – PSH Housing Focused Case Management

Based on the minimum number of unduplicated clients proposed to be served

Ensure outcomes/indicators are SMART (specific, measurable, achievable, realistic, time bound)

Outcome 1:

<i>Outcome:</i>	Clients served will remain stably housed or exit to HUD defined Permanent Housing.
<i>Indicator:</i>	% Clients served will remain stably housed or exit to HUD defined Permanent Housing.

Outcome 2:

<i>Outcome:</i>	Clients served will not return to homelessness 6 months from program exit.
<i>Indicator:</i>	% Clients served will not return to homelessness 6 months from program exit.

Required Outcomes

Supportive Services Only: Subcategory – PSH Employment Focused Case Management

Based on the minimum number of unduplicated clients proposed to be served

Ensure outcomes/indicators are SMART (specific, measurable, achievable, realistic, time bound)

Outcome 1:

<i>Outcome:</i>	Clients served will obtain employment.
<i>Indicator:</i>	% Clients served will obtain employment during the fiscal year

Outcome 2:

<i>Outcome:</i>	Clients served will maintain employment for 6 months
<i>Indicator:</i>	% Clients served will maintain employment for 6 months

Required Outcomes

Subcategory – Continuous Quality Management/Improvement

Not applicable

Proposal Components

1. **Project Narrative:** (25 points)
2. **Evaluation Approach:** (15 points)
3. **Prior Outcomes and Response to Community Data:** (10 points)
4. **Data Management:** (10 points)
5. **Partnerships, Resources, and Collaborations:** (20 points)
6. **Budget:** (20 points)
7. **Scope of Work:** (No points)
8. **Continuous Quality Management/Improvement:** (No points)

Priority Area Score

The Review Panel will rank all proposals based on how critical they deem the program is for the system of care.

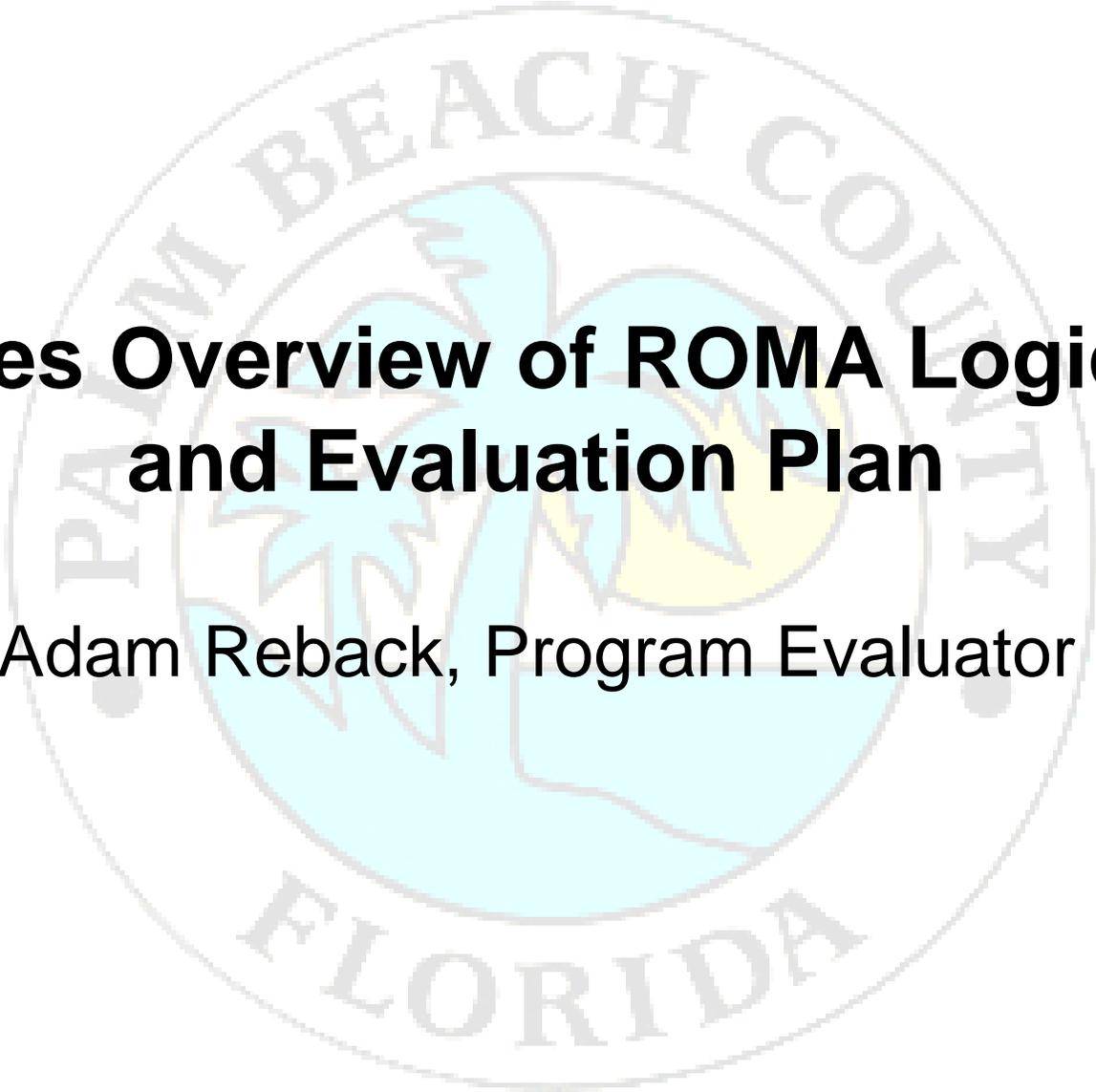
The SCORE awarded to a proposal is reflective of how competitive the proposal is.

The RANKING of the proposals is reflective of how imperative and critical the services are to ensure availability and access.

Please review the ranking guide in the NOFO

Ranking Guide and Process

- Please review the ranking guides in the NOFO for each of the categories.
- Each application will be scored and ranked.
- The proposals considered the most critical to the system of care will be ranked #1. All proposals will be ranked.
- No two proposals will be ranked the same, as a tie.
- If there are 10 proposals, then the ranking should ultimately have 10 proposals ranked 1 through 10, with 1 being deemed the most critical.



Outcomes Overview of ROMA Logic Model and Evaluation Plan

Adam Reback, Program Evaluator

Keys /Tops to Creating A Good Logic Model/Evaluation Plan



Use the Logic Model Checklist in the NOFO Guidance



Make sure the outcome matches the need. Ensure that the outcome can be produced by the identified service. Check that the outcomes selected are the required outcomes listed in the guidance.



The projected indicator needs to provide a way to measure the outcome. The indicator should be realistic, clear, and attainable.



Fill out your logic model from left to right



Example logic model on next slide

Logic Model

ROMA Logic Model – Please use format found in WebAuthor



COMMUNITY SERVICES DEPARTMENT
FY XX Financially Assisted Agencies (FAA) Logic Model
All INFO MUST FIT ON THIS PAGE



Identified Problem, Need or Situation	Service or Activity	Outcome <i>General statement of results expected</i>	Projected Indicator <i># to achieve/# to be served; %; time frame</i>	Actual Indicator <i># achieved/# served; %; time frame</i>	Measurement Tool	Data Procedures	Frequency <i>Data Collection and Reporting</i>
<p>Households/Persons with disabling conditions experiencing homelessness encounter personal and structural barriers that prevent them from securing permanent housing and are in need of permanent supportive housing services to remain permanently housed.</p>	<p>Permanent supportive housing services for 80 homeless households with disabling conditions per 12-month fiscal year.</p> <p>NOTE: These are just examples- you will choose your own services, activities, numbers/percentages</p>	<p>Formerly homeless households with disabling conditions served in permanent supportive housing will maintain or exit to permanent housing.</p> <p>NOTE: You can have multiple outcomes/indicators. This example has only one.</p>	<p>1. 72/80 or (90%) of formerly homeless households with disabling conditions served in permanent supportive housing will maintain permanent supportive housing or exit to permanent housing locations per 12-month fiscal year.</p> <p>NOTE: These are just examples- you will choose your own indicators and numbers/percentages</p>	<p>NOTE: This is left blank in this phase of the process.</p>	<p>Output Tool: HMIS Entry, Annual, and Exit Assessment tools are completed for each client in the permanent supportive housing programs. These tools capture the client's enrollment, status, and destination at program exit.</p> <p>Outcome Tool: Outcome will be measured using the HMIS Annual Performance Report (APR)(metrics Q15 & Q23c)</p>	<p>Who does it? Upon client entry, annual update, and exit, the case manager completes the corresponding assessment tool.</p> <p>What is the process? Data is reported and analyzed for these outcomes by the Data and Evaluation Coordinator.</p> <p>Where is data stored? Data is stored in the HMIS system</p>	<p>HMIS Entry, Annual, and Exit Assessments are recorded by case managers at client entry, annual update, and at the time of program exit.</p> <p>Data and Evaluation Coordinator generates HMIS System Performance Measures and APR reporting on a quarterly basis to track program progress. This data is shared with agency executive and program leadership teams.</p>

Mission: The program's mission is to provide permanent supportive housing to persons with disabling conditions experiencing homelessness.

Tips for a Successful Application

Dr. James Green, Director

- Read the NOFO (4) times
 - For understanding
 - For requirements
 - For writing response
 - For review
- Make sure to review all of the resource documents that have been posted online
- Make sure that your Partner Letters / MOUs:
 - ✓ Are well-written
 - ✓ Outline the partnership(s) between community agencies as detailed as possible
 - ✓ Updated within the last 12 months

Tips for a Successful Application

- Use the total work time allotted to complete your grant application. Do not wait until the last minute to submit.
- Answers should be simple, concise, and to the point, while still informing the reviewer of what your program does.
- While going through your grant application, please keep in mind that this is a highly competitive grant and we often receive more applications than we can fund.

Tips for a Successful Application

- Start as soon as possible and assemble a team
- Review all the questions
- Review the Ranking Guide
- Submit the Application in advance of the deadline in case of technology challenges

If you have questions use the email CSD-FAARFP@PBCGOV.ORG
and review the FAQ often on the FAA Website!



Community Services Department Fiscal NOFO Review

Gabriel Donadio, Financial Analyst

Budgets

- Initial Submission with NOFO
 - Project/program expenses are justified
 - Include proposed funding for this program and any other proposed or confirmed funding sources that may share the program's expenses
- Update with final award amount at contracting
- Examples on next slide

Example of the completed Budget Template – Program Expenses

Budget Items	Program Name	Palm Beach County	Program Funder #2	Program Funder #3	Total Program Funding (All Sources)
Program Period: FY 2021		Proposed	Confirmed	Pending	Pending
TOTAL PROGRAM FUNDING AMOUNT =		\$ 129,500.00	\$ 45,000.00	\$ 17,500.00	\$ 199,500.00
Program Expenses	Narrative	Amount	Amount	Amount	Amount
Personnel		\$ 89,900.00	\$ 25,000.00	\$ 10,000.00	\$ 124,900.00
Program Manager	Program manager position for community support service. Salary expense is 100% funded by PBC award and includes fringe benefits.	\$ 60,000.00	\$ -		\$ 60,000.00
Program Assistant`	Program Assistant role is to support the program manager and community educator with daily tasks. This salary expense is 50% funded by PBC award. Total salary expense is \$15,000 , with 50% allocated to PBC (\$7,500). (Salary expense does not include fringe benefits)	\$ 25,000.00	\$ 25,000.00	\$ -	\$ 50,000.00
Fringe Benefits - Program Assistant	Fringe benefits expense for Program Assistant. Fringe benefits for this position total (\$1,800), with 50% allocated to Palm Beach County in the amount of \$900.	\$ 900.00			\$ 110,000.00
Community Educator	Community Educator position is the primary interface with local schools, charities and support groups. Total Salary (including fringe benefits) billed to Palm Beach County = \$39,045. pays .8 FTE	\$ 4,000.00		\$ 10,000.00	\$ 14,000.00

- Simplified and easier to use
- No macros
- Includes clearly defined sections for programmatic and admin expenses
- Will allow for better transparency and understanding of each program



Budget Template – Program Expenses

Program Expenses	Narrative	Amount	Amount	Amount	Amount
Personnel		\$ 89,900.00	\$ 25,000.00	\$ 10,000.00	\$ 124,900.00
Program Manager	Program manager position for community support service. Salary expense is 100% funded by PBC award and includes fringe benefits.	\$ 60,000.00	\$ -		\$ 60,000.00
Program Assistant`	Program Assistant role is to support the program manager and community educator with daily tasks. This salary expense is 50% funded by PBC award. Total salary expense is \$15,000 , with 50% allocated to PBC (\$7,500). (Salary expense does not include fringe benefits)	\$ 25,000.00	\$ 25,000.00	\$ -	\$ 50,000.00
Building /Occupancy		\$ 27,050.00	\$ -	\$ -	\$ 27,050.00
Programmatic Rent/Lease	*Note: Rent for areas that house admin staff should be listed seperately under admin seciton* Rent expense for Lake Worth facility. Total rental expense for FY16 = \$35,000. Allocation to Palm Beach County award= \$20,000. Remaining \$15,000 will be paid by other operating income.	\$ 20,000.00			\$ 20,000.00
Building Maintenance	Maintenance expense for building XYZ	\$ 3,800.00			\$ 3,800.00
Utilities		\$ 2,400.00	\$ -	\$ 1,500.00	\$ 3,900.00
Electric	Electric Utility Services expense for location X	\$ 1,200.00		\$ 1,000.00	\$ 2,200.00
Telephone	Telephone expense for landline at location X	\$ 350.00			\$ 350.00
Project Supplies/Equipment		\$ 4,900.00	\$ -	\$ -	\$ 4,900.00
Office Supplies	Office supplies for program staff	\$ 500.00			\$ 500.00
Postage/Shipping	Postage expense for client related mailing	\$ 750.00			\$ 750.00
Equipment Rental	Monthly Equipment rental fee for use of X = \$500 (\$6000 per year). Palm Beach County to cover 50% of this expense (\$3000).	\$ 3,000.00			\$ 3,000.00
Professional Fees		\$ 2,950.00	\$ -	\$ -	\$ 2,950.00
Training	Staff training expense for program/medical/intervention training for client support	\$ 1,500.00			\$ 1,500.00
Travel/Mileage	Program staff mileage reimbursement for client and training related meetings	\$ 1,100.00			\$ 1,100.00
TOTAL PROGRAM EXPENSES =		\$ 122,300.00	\$ 25,000.00	\$ 11,500.00	\$ 158,800.00

Budget Template

Administrative Expenses	Narrative				
Personnel		\$ 4,250.00	\$ -	\$ -	\$ 4,250.00
Executive Position #1 (JL)	A 5% allocation of the Executive Director salary expense (including fringe benefits) will be billed to Palm Beach County . Executive Director total salary expense = \$85,000. 5% allocation to Palm beach County = % \$4,250	\$ 4,250.00			\$ 4,250.00
Consulting Fees		\$ 2,950.00	\$ -	\$ -	\$ 2,950.00
XYZ Consultants	Accounting and audit expenses for program. Annual Accounting fee = \$950, Annual Audit fee = \$2,000. Total expense = \$2,950	\$ 2,950.00			\$ 2,950.00
TOTAL ADMINISTRATIVE EXPENSES =		\$ 7,200.00	\$ -	\$ -	\$ 7,200.00
Administrative % of PBC Award		6%			
UNIT RATE	Insert Unit Rate Amount: \$350/night				
Please Describe Proposed Unit Rate or Bed Night Rate Below. Include Detailed Calculations of How Rate Was Determined	Unit rate is equal to (insert description); OR Unit Rate is 1 bed night and will be \$350. This was calculated by determining the total number of beds in the facility (XXX) and maximum occupancy; OR Unit/Bed rate is a standard rate as determined by (insert agency/funder).				

- Sheet will tally your program and admin expenses and show what your budgeted % is at
- Will allow us to review and discuss with you any items that may be questionable before approving contracts
- Narratives should be completed for each item with details about the cost to clarify
- Unit Rate/Bed Rate Descriptions



SAMIS Application

Pedro Medina, Grants Compliance Specialist

Completing the FAA HOUSING AND HOMELESS NOFO

Enter link (<https://pbcc.samis.io/go/nofo/>) to access NOFO proposal page

Please note there may be other applications on the page so be sure to select the correct application: [redacted] NOFO

NOFO Application	Open Date	Application Deadline
[redacted]	4/7/2022	5/9/2022

Start New Application or Continue a Previous Application

Click here to begin a new application or continue to complete an application already started



Completing the FAA/AD VALOREM HOMELESS NOFO

Existing User

Email *

Password *

[Log In](#)

New User

First Name *

Last Name *

Email *

[Register](#)

If previously submitted an application through SAMIS, you will use the email and password you created to log in under “Existing User.”

If you are a brand new SAMIS user, you will type in your first name, last name and email under “New User” to begin the process for creating an account. By creating an account, you will be able to return to an application you have started and apply for future grants using your previously created account.

Completing the FAA HOUSING AND HOMELESS NOFO

☐ ☆ ▶ pmedina

SAMIS: PBCC: Account Activation - Below is your password for accessing SAMIS: PBCC. E-mail Address:

For new users, you will receive an email with subject line :SAMIS:PBCC: Account Activation.

SAMIS: PBCC: Account Activation ▶ Inbox x

pmedina@pbcgov.org via amazonses.com
to me ▾

Below is your password for accessing SAMIS: PBCC.

E-mail Address: gillianmoxey@gmail.com

Password: f7GewRA5639

Go

This email will contain your password to sign into SAMIS to complete the application



Completing the FAA HOUSING AND HOMELESS NOFO

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Definitions

"Affiliate" means, with respect to a party, any entity which directly or indirectly controls, is controlled by, or is under common control with such party.

I Agree

I Do Not Agree

You will be asked to accept the terms of use for SAMIS...

...and, to change your password

Reset Password

Your password has either expired or is a temporary one. Please enter a new password below to access the system.

Change Password

New Password *

Confirm Password *

Change My Password



Completing the FAA HOUSING AND HOMELESS NOFO

The application will appear.
Enter the NOFO Invitation
Code, located on the last slide
of the SAMIS ACCESS Guide



Proposals

NOFO Invitation Code *

NOFO Invitation Code is required



FAA2025



Completing the FAA HOUSING AND HOMELESS NOFO

A valid Federal ID will populate the applicant's agency name and address.

2nd Address line is a mandatory field; Enter N/A as applicable

Check the NOFORFP to confirm you are in the correct application

The screenshot shows a web-based application form for the FAA HOUSING AND HOMELESS NOFO. The form is titled "Proposals" and includes several required fields. A red arrow points to the "Federal ID *" field, which has a red error message above it that says "Federal ID is required". Another red arrow points to the "Address" field, which is the second line of the address section. A third red arrow points to the "NOFO/RFP *" dropdown menu, which is currently set to "NOFO Application". Below the form, there are links for "NOFO Guidance Document" and "NOFO Application" with a "Click HERE" button. To the right of the form is a "SECTIONS" panel showing a progress bar at 0% and a list of sections. The "Proposals" section is highlighted in yellow and has a green checkmark next to it, while other sections have red "X" marks.

Use this status panel to track your application's progress. A green "✓" (checkmark) means the section is completed. A red "X" means the section is not completed.



Completing the FAA HOUSING AND HOMELESS NOFO

Throughout the application, an "*" (asterisk) next to an item indicates that the field is required.

To add another reviewer/editor to the application, go to the "Additional Editors" field in the first section of the application (first page)

The screenshot shows a web-based application form for a grant. The main section is titled 'Proposals'. It contains several required fields, each marked with an asterisk (*):

- Federal ID ***: A text input field with a red error message above it that says 'Federal ID is required'.
- Agency Name ***: A text input field.
- Doing Business As (DBA)**: A text input field with the instruction 'Please indicate name(s) by which agency is known or does business.'
- Address ***: A text input field.
- Address**: A second text input field for the address.
- City ***: A text input field.
- State ***: A dropdown menu currently showing 'Select State'.
- Zip Code ***: A text input field.
- NOFO/RFP ***: A dropdown menu currently showing 'ESG FY2022-FY2023 NOFO Application'.
- Additional Editors**: A text input field, highlighted with a red box.
- Program Name ***: A text input field.

At the bottom of the form, there is a link for 'NOFO Guidance Document' with the text: 'Click [HERE](#) ESG NOFO Guidance to download a copy of the [redacted]-2023 NOFO Application Guidance Document for reference throughout the application.'

On the right side, there is a 'SECTIONS' sidebar. It shows a progress bar at '0%' and a list of sections. The 'Proposals' section is highlighted in yellow and has an asterisk (*) next to it. Below it, several other sections are listed, each with a red 'X' icon, indicating they are not yet completed.



Completing the FAA HOUSING AND HOMELESS NOFO

Proposals

Federal ID is required

Federal ID *

Agency Name *

Doing Business As (DBA) Please indicate name(s) by which agency is known or does business.

Address *

Address

City *

State * Select State

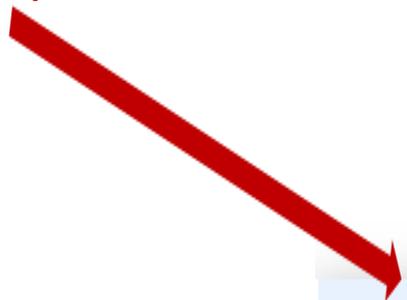
Zip Code *

NOFO/RFP * FY2023 NOFO Application

Additional Editors Type Name Here

Program Name * No results found

Click on the drop-down box to type in the name of the additional reviewer/editor



Completing the FAA HOUSING AND HOMELESS NOFO

+ New Proposal

Proposals ▾ View ▾ Reports Review ▾ Design ▾

My Records Create New

Click on an existing entry below to continue updating that record or click on Create New to start a new one.

Title	Complete	Modified
[Redacted]		3/24/20 8:04 AM
		3/4/20 3:08 PM

The application will then appear in the additional reviewer's list of applications



Completing the FAA HOUSING AND HOMELESS NOFO

Download the **FY 2025-2027 FAA HOUSING & HOMELESSNESS NOFO** Guidance Document for details on the program and reference throughout the application.



NOFO Information Document *

Click [HERE](#) to download a copy of the **FY 2025-2027 FAA HOUSING AND HOMELESSNESS AND SUBCATEGORIES NOFO** Guidance document for reference throughout the application.



Completing the FAA HOUSING AND HOMELESS NOFO

Throughout the application, there will be several documents that you will be required to download, complete and re-upload to the application.

CSD Required FY 2025 Cover Sheet *

Click [HERE](#) to download the REQUIRED FY 2025-2027 Cover Sheet Template. See ATTACHMENT 1 of the NOFO guidance. Please upload once you have completely filled it out.

- Please upload your document in the same format as the template: .doc OR .docx OR .pdf
- Please name your document as such: *(Agency Name or Initials)Coversheet_FY25*

 Choose File

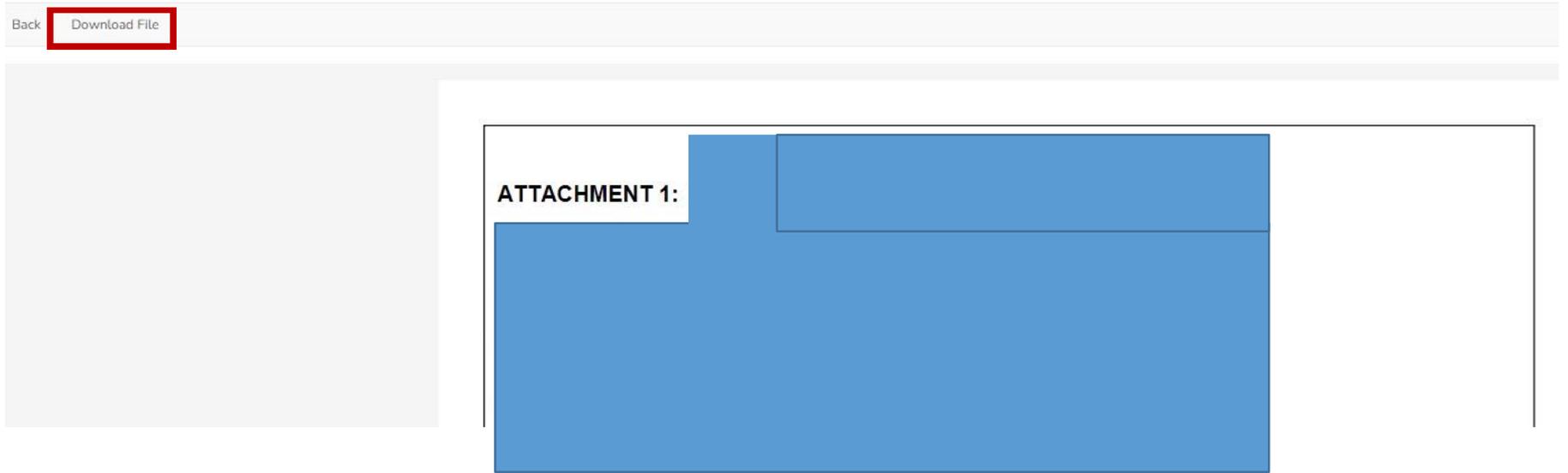
Click on the link to preview and download the document.
Re-upload the document in the suggested document formats and with the naming convention indicated.



Completing the FAA HOUSING AND HOMELESS NOFO

Back [Download File](#)

ATTACHMENT 1:



Click here to download the previewed document, then click back to return to the application



Completing the FAA HOUSING AND HOMELESS NOFO

At the bottom of each section of the application, you will find this checkbox and accompanying text "Mark this Section Completed."

Check the box only after you have completed the section.

You can move between sections if this box is unchecked. The application will default to a checked box.

All boxes at the end of each section will need to be checked in order to submit the application

Click [HERE](#) to download the REQUIRED [redacted] Template. Please upload once you have completed this form.

- Please upload your document in the following format: .pdf
- Please name your document as such: (Agency Name or Initials) [redacted]

Choose File

MARK THIS SECTION COMPLETED

Next Save & Continue Later

The "Save & Continue Later" button at the end of each section will take you to the application preview/summary page. You will be able to save your application there and return to complete the application at a later time.

The "Next" button at the end of each section will take you to the next section of the application. The "Back" button will take you to the previous section.



Completing the FAA HOUSING AND HOMELESS NOFO

1907	Pending	[Redacted]	FAA FY 2025 - 2027 Housing and Homelessness NOFO	4/16/2024 12:00 PM	27 days 22:10:36
ID	Status	Agency Name	NOFO/RFP	Due Date	Time Remaining
Proposals			SECTION		



After you have completed the first section of the application, you will see this status bar at the top of each application section, which will include your agency name, the name of the proposal and a countdown to the application deadline date.



Completing the FAA HOUSING AND HOMELESS NOFO

If you forget to mark a section completed, you will have the opportunity to return to the application by clicking the “Modify” button, then press “Next” until you reach the section you need to mark completed. Click on the “Save and Continue Later” button to return to the summary page.

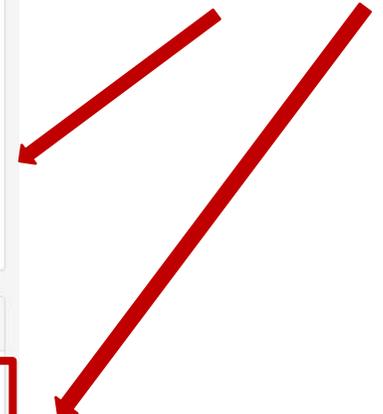
The screenshot displays the application interface for the FAA HOUSING AND HOMELESS NOFO. At the top, there are tabs for 'Modify', 'Detail', and 'History'. The 'Modify' tab is highlighted with a red box. Below the tabs, the application ID is 1172, the status is 'Pending', and the agency name is redacted. The NOFO/RFP is 'FY 2021 NOFO', the due date is '4/10/2020 12:00 PM', and the time remaining is '21 days 01:05:05'. A table below shows the progress of various sections, with 'Proposals' at 88% completion. The 'Files' section shows two uploaded PDF attachments: 'Attachment 3 - YHDP Grantee HHA Certification.Pdf', both uploaded on 3/20/2020 at 10:52 AM by Gillian Moxey.

ID	Status	Agency Name	NOFO/RFP	Due Date	Time Remaining
1172	Pending	[Redacted]	FY 2021 NOFO	4/10/2020 12:00 PM	21 days 01:05:05

Section	Progress
Proposals	88%

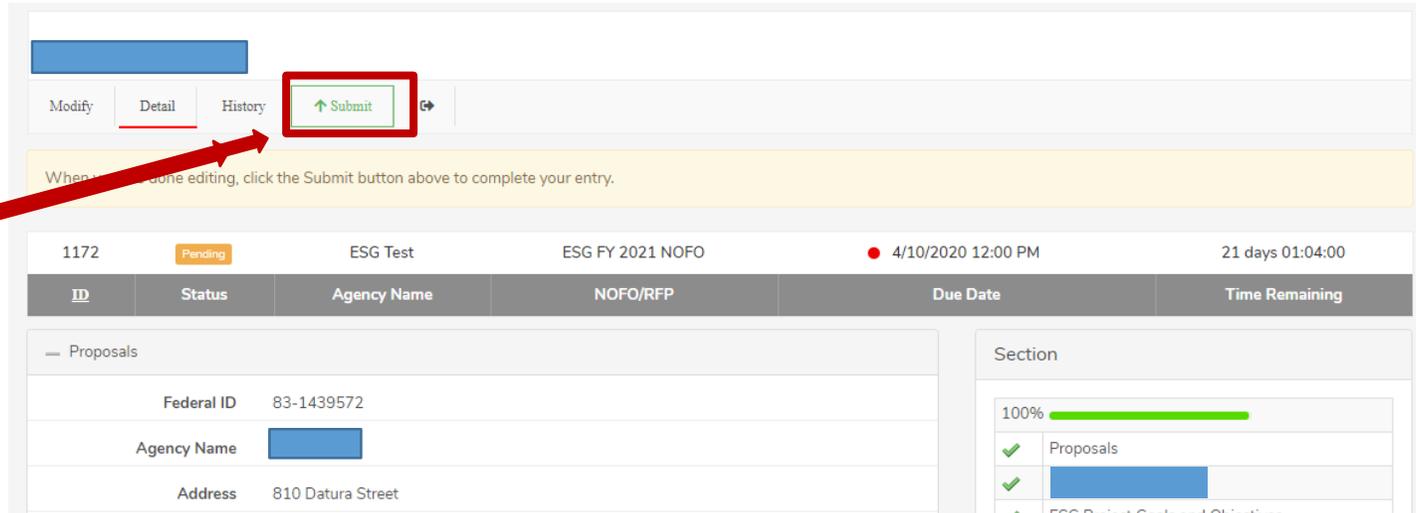
Files
Attachment 3 - YHDP Grantee HHA Certification.Pdf Uploaded On 3/20/2020 10:52 AM By Gillian Moxey
Attachment 3 - YHDP Grantee HHA Certification.Pdf Uploaded On 3/20/2020 10:52 AM By Gillian Moxey

Once you have pressed “Save and Continue Later,” you will be taken to the summary page, which will show all the sections of the application, as well as the status panel and all the documents you have uploaded.



Completing the FAA HOUSING AND HOMELESS NOFO

On the summary page, you will have one more opportunity to review your completed application before you submit. Click on the "Submit" button to submit your application.



When you are done editing, click the Submit button above to complete your entry.

ID	Status	Agency Name	NOFO/RFP	Due Date	Time Remaining
1172	Pending	ESG Test	ESG FY 2021 NOFO	4/10/2020 12:00 PM	21 days 01:04:00

Proposals

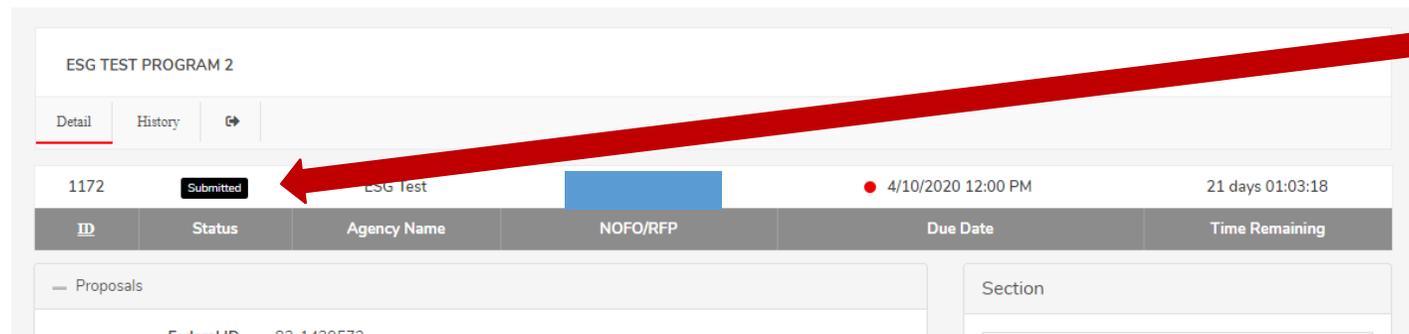
Federal ID	83-1439572
Agency Name	[Redacted]
Address	810 Datura Street

Section

100% 

- ✓ Proposals
- ✓ [Redacted]
- ✓ ESG Budget Categories and Objectives

Note: You cannot make changes to your application once you have submitted the application



ESG TEST PROGRAM 2

Detail History ↗

ID	Status	Agency Name	NOFO/RFP	Due Date	Time Remaining
1172	Submitted	ESG Test	[Redacted]	4/10/2020 12:00 PM	21 days 01:03:18

Proposals

Section

Federal ID 83-1439572

When you have submitted your application, you will see a black "Submitted" box on the status bar.



Completing the FAA HOUSING AND HOMELESS NOFO

The screenshot shows a web application interface for managing proposals. The main content area displays details for proposal 1172, titled 'ESG TEST PROGRAM 2'. The proposal is in 'Submitted' status, dated 4/10/2020 at 12:00 PM, with 21 days and 00:58:29 remaining. The agency is 'ESG Test' at 810 Datura Street, West Palm Beach, FL 33401. The program name is 'ESG Test Program 2'. There are two attachments: 'Attachment 1 - ESG FY 2021 Cover Sheet' and 'Attachment 2 - ESG Categories & Activities (5 Pts)'. A 'Print' dialog box is open on the right, showing '9 pages' and options to 'Save as PDF', 'All' pages, and 'Portrait' layout. Below the proposal details, a checklist shows four items with green checkmarks: 'ESG Budget Proposal', 'HMIS (ClientTrack)/ESG CAPER Report', 'HHA Meeting Attendance', and 'Non-Profit Status Verification'.

ID	Status	Agency Name	NOFO/RFP	Due Date	Time Remaining
1172	Submitted	ESG Test	ESG FY 2021 NOFO	4/10/2020 12:00 PM	21 days 00:58:29

Proposals - Records - Palm Beach County Board of County Commissioners

ESG TEST PROGRAM 2

Federal ID: 83-1439572
Agency Name: ESG Test
Address: 810 Datura Street
City: West Palm Beach
State: FL
Zip Code: 33401

NOFO/RFP: [ESG FY 2021 NOFO](#)
Program Name: ESG Test Program 2

Attachment 1 - ESG FY 2021 Cover Sheet
Click [ESG Cover Sheet](#) to download the REQUIRED FY 2021 Cover Sheet Template. Please upload once you have completed this form.

- Please upload your document in the following format: .pdf
- Please name your document as such: Coversheet_FY21

Attachment 3 - YHDP Grantee HHA Certification.pdf

Attachment 2 - ESG Categories & Activities (5 Pts)
Click [ESG Categories and Activities](#) to download the REQUIRED ESG Categories and Activities Template. Please upload once you have completed this form.

- Please upload your document in the following format: .pdf
- Please name your document as such: CatAct_FY21

Attachment 3 - YHDP Grantee HHA Certification.pdf

Print 9 pages
Destination: Save as PDF
Pages: All
Layout: Portrait
More settings

Save Cancel

ESG Budget Proposal ✓
HMIS (ClientTrack)/ESG CAPER Report ✓
HHA Meeting Attendance ✓
Non-Profit Status Verification ✓

State: FL
Zip Code: 33401
NOFO/RFP: [ESG FY 2021 NOFO](#)

You can print your application for your record by clicking the right button on your computer's mouse



FY 2025 FAA Housing and Homelessness NOFO

Application Password: FAA2025



QUESTIONS?



Information

All questions must be emailed to: CSD-FAARFP@PBCGOV.ORG

All questions and answers will be posted on the FAA website:

[http://discover.pbcgov.org/communityservices/financiallyassisted/
Pages/default.aspx](http://discover.pbcgov.org/communityservices/financiallyassisted/Pages/default.aspx)

All proposals must be submitted electronically to:

<https://pbcc.samis.io/go/nofo>

by

Monday, April 15, 2024

by 12:00PM

SAMIS/TAPS NOFO

INVITATION CODE:

FAA2025